



CITY OF BEAVERTON
Community Development Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

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LAND USE DESIG: _____ **NAC:** _____

DEVELOPMENT APPLICATION- TEMPORARY USE TEMPORARY STRUCTURE

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

BUSINESS NAME: _____

ASSESSOR'S MAP & TAX LOT # **LOT SIZE** **ZONING DISTRICT**

EXISTING USE OF SITE: _____

NAME OF ASSOCIATED SUBDIVISION OR

DEVELOPMENT: _____



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TEMPORARY USE

TEMPORARY STRUCTURE SUBMITTAL CHECKLIST

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed copy** of this one page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project. In the written statement, please provide:
- ☐ Individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - ☐ Length of time the structure(s) are proposed to remain on site.
 - ☐ Type of building(s) to be used.
 - ☐ Detailed description of the proposed use including type of sales and products.
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. BUSINESS LICENSE.** Provide **one (1) copy** of business's current city business license.
- ☐ **F. SITE PLAN:** Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- | | |
|--|---|
| <input type="checkbox"/> property lines | <input type="checkbox"/> surrounding development adjacent to the proposed use |
| <input type="checkbox"/> vision clearance areas | <input type="checkbox"/> existing and proposed parking areas and their access |
| <input type="checkbox"/> proposed sales area or building | <input type="checkbox"/> Infrastructure improvements including catch basins, fire hydrants, and storm drains. |
| <input type="checkbox"/> existing buildings on site | |
| <input type="checkbox"/> portable toilets | |
- ☐ **G. CONSTRUCTION PERMIT.** Provide **one (1) copy** of current construction permit for the permanent development.

I have provided all the items required by this one (1) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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TYPE 1 TEMPORARY STRUCTURE - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Temporary Structure shall address compliance with all of the following Approval Criteria as specified in 40.80.15.3.C.1-15 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Temporary Structure application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The proposal will not be located within the vision clearance area of an intersection as specified under Section 60.55.25.
- ☐ 5. Safe vehicle and pedestrian circulation is provided consistent with Section 60.55 (Transportation Facilities) of this Code.
- ☐ 6. The site of the proposal has adequate parking facilities to accommodate the anticipated needs of the uses on the site consistent with Section 60.30 (Off-Street Parking) of this Code.
- ☐ 7. The proposal is for an approved development located within the City.
- ☐ 8. The proposal would locate a temporary mobile structure within the boundaries of the subdivision where land is for sale or under development.
- ☐ 9. A construction permit for the permanent development has been issued and has not expired.
- ☐ 10. The Temporary Structure shall be located on the same lot or a lot abutting the activity. If the abutting lot is separately owned, written authorization from the owner must be provided.

- ☐ 11. The Temporary Structure shall not block fire hydrants, storm drains, manholes, catch basins, or other similar infrastructure improvements.
- ☐ 12. No connection of the temporary structure to any water, sanitary or storm sewer utility shall be allowed unless the system(s) are deemed substantially complete by the City.
- ☐ 13. Occupancy for temporary sales trailers or sales offices shall not be allowed until substantial completion of the sanitary sewers is obtained, or portable toilets are available.
- ☐ 14. If the proposal is a drop-off station, the proposal is located in a commercial, multiple use, or industrial zoning district.
- ☐ 15. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.